| **Section** | **Information to be provided** |
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| 1. **Organisation details** | A brief overview of the organisation must be provided. This must include the following information:   * The type of service(s) provided and whether the organisation is public or private. This should include information on who owns the organisation and how funding is obtained and the population served by the organisation. For blood collection facilities this should include information on the number of hospitals supplied and the basis of cost recovery. * National and regional organisations should provide information on the distribution of collection, processing, testing and distribution of blood components across the geographic area covered by the organisation. * Private or corporate organisations must provide information on the level of access for the local community to the services provided. |
| 1. **External funding and assistance** | * Detailed information on the level of external financial and technical support received by the organisation during the previous 5 years must be provided. This should include the amount of external funding received, how this has been used and the plans that have been developed to reduce reliance on the external funding. Technical support may include provision of equipment and consumables and external consultants. * Private organisations must provide information on how their institution is funded. |
| 1. **Achievement of organisation** |  |
| * 1. Blood Collection | Information must be provided on:   * Number of blood donations collected in the each of the previous 3 years * The proportion of voluntary non-remunerated donations in each of the previous 3 years * The key steps that have been put in place to enable any increase to be achieved. * Information on specific initiatives that the applicant considers to be of merit |
| * 1. Blood Processing & Cold Chain | Information must be provided on:   * The proportion of whole blood donations processed into components in each of the previous 3 years including information on the types of components produced. * For national or regional organisations information on the level of access to components outside of the main centres * Any new technologies implemented over the previous 3 years * Information on specific initiatives that the applicant considers to be of merit |
| * 1. Donation Testing | Information must be provided on:   * The range of mandatory tests undertaken on each donation. This should include information on the type of test kit used (ELISA versus rapid test versus NAT) * The proportion of all donations collected in each of the previous 3 years were fully tested for each of the markers * The total number of donations tested in each of the previous 3 years (including testing undertaken for other organisations Blood Centres) * Any new technologies implemented over the previous 3 years * Information on specific initiatives that the applicant considers to be of merit |
| * 1. Blood product supply | Information must be provided on:   * The number of blood components distributed or issued in each of the previous 3 years (by component type) * The geographic coverage of the service and the extent to which needs were met across this. * An assessment of the extent to which the number of components distributed in each of the previous 3 years met the clinical need of patients in the hospitals served. * Information on specific initiatives that the applicant considers to be of merit |
| * 1. Service Provision to Hospitals | Information must be provided on:   * The range of services provided to hospitals during each of the previous 3 years * Any new technologies implemented over the previous 3 years * Information on specific initiatives that the applicant considers to be of merit |
| * 1. Haemovigilance systems | Information must be provided on:   * The nature of any involvement in haemovigilance activities (donor and or patient) and how this has changed over the last few years * A summary of the results of the haemovigilance system over the 3-year period. |
| * 1. Education and Training Activities | Information must be provided on:   * The number and range of internal and external training initiatives provided by the organisation in each of the previous 3 years. This must include information on the number of people undergoing training each year, the topics covered, and the methods used to assess the effectiveness of the training. * The source of funding for the training activities * Information on specific initiatives that the applicant considers to be of merit |
| * 1. Quality Systems and Regulatory Framework | Information must be provided on:   * The nature of the quality and regulatory systems and how these have changed during the previous 3 years. * The outcomes of internal and/or external audits and how issues identified have been addressed * Information on specific initiatives that the applicant considers to be of merit |
| * 1. Publications, Presentations, Regional and Global Collaborations, Research | Information must be provided on   * The level of involvement in research activities at a local, regional, national or international level and the role played by staff of the organisation in this. * The nature of any external research collaborations and what these have achieved over the preceding 3 years. Information should be provided on how these were funded and the extent to which competitive external funding was acquired * The number of publications achieved in each of the previous 3 years (full citations required) |
| 1. **Proposed educational symposium** | Outline proposal for an educational symposium (to be held if the award is granted)   * Topic/theme of symposium and the target audience * Expected number of delegates * Location and duration of the symposium |